



# A-GRAM



AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

01-17

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## AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP) CD-ROM – GUIDE FOR CIVIL ENGINEER SERVICE CONTRACTS REQUIREMENTS PACKAGE

### SYNOPSIS:

We have recently re-released a contracting training tool as a new Engineering (3E5X1) Air Force Qualification Training Package CD-ROM – ***Guide for Civil Engineer Service Contracts Requirements Package***. This computer-based software program has been distributed to all civil engineer unit education and training managers. It has been released in support of the Air Force Qualification Training Package program to meet upgrade training requirements. This program presents standardized guidance for a

specific task contained in the Engineering Career Field Education and Training Plan.

This CD-ROM explains the service contract requirements package development process and provides assistance in developing your own service contract package. In addition, there are 38 examples of typical civil engineer service contracts in this program, complete with market research, suggested sources, and sample statement of work, quality assurance surveillance plan, government cost estimate,

suggested bid schedule, and purchase request. These are all provided as existing documents that can be modified to fit your unique requirements.

This QTP provides valuable information for the new technician and is an excellent refresher for the more experienced technician/supervisor.

*Although currently*

*not an upgrade requirement, it will become one when the newest Career Field Education and Training Plan (CFETP) is released in 2002.*

### ACCESSIBILITY:

Initial distribution has been made. Questions regarding home station training or obtaining additional copies of this and other CD-ROM products may be directed to Mr. Ralph Gruber, HQ AFCEA/CEOT, DSN 523-6181.

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